



**Meeting Minutes of the  
Ann Land/Bertha Henschel Memorial Fund Commission**

**Wednesday, August 21, 2019**

**4:00 p.m.**

***City Hall – 915 I Street – Historic City Hall, Hearing Room 201***

**Open Session – 4:07 p.m.**

**Roll Call**

The meeting was called to order at 4:07 p.m.

Present: Commissioner Leary, Cobb, Boniwell, MacIntosh, Yanez, Zamanudin, Commission Staff Janelle Oishi

**Consent Calendar**

**1. Approval of the Ann Land and Bertha Henschel Commission Meeting Minutes**

**Location:** Citywide

**Recommendation:** Pass a motion approving Commission minutes for May 15, 2019,

**Contact:** Janelle Oishi, Program Specialist, (916) 808-1016, Youth, Parks, & Community Enrichment

Action: Pass a motion approving Commission minutes for May 15, 2019. Motion to add descriptives “robust” and “thoughtful” to the statement of the discussion.

Moved/Seconded: Yanez/Boniwell

Motion carried: Yes-5, Abstain-Cobb

**Discussion Calendar**

**2. Nomination and Election of Vice President**

**Location:** Citywide

**Contact:** Janelle Oishi, Program Specialist, (916) 808-1016, Youth, Parks, & Community Enrichment

Action: Pass a motion approving nomination and election of Vice President Jack Boniwell.

Moved/Seconded: MacIntosh/Cobb

Motion carried: Unanimous

**3. Nonprofit Organizations & Grantmaking Overview**

**Location:** Citywide

**Contact:** Michael Allyn, Faculty, (916) 435-4123, Impact Foundry

Michael Allyn, faculty at the Impact Foundry provided a presentation to the Commission regarding standardized grantmaking processes and application questions. Recommendations included providing additional space for question narratives; revising questions to better reflect information required to gain an understanding of the organization, the population they serve, and how their services meet the goals of the grant; reduce redundancies between the application questions and required attachments, eliminate semi-annual reporting to reduce the administrative impact on agencies; consider making larger grants to a smaller group of applicants – most organizations fund between 10-50% of grant applicants; and develop a weighted system of measuring applicants using point scales assigned to each application question. During the discussion, additional comments included suggestions to include language that funding is restricted to funding basic human needs, and having a question on the application on why the services meets the purpose of the fund to better indicate if funds are allocated to organizations who are aligned with the fund's purpose rather than funding all applicants.

**4. Review and Comment on ad hoc committee Recommendations for the Annual Funding Process and Provide Direction to Staff**

**Location:** Citywide

**Contact:** Janelle Oishi, Program Specialist, (916) 808-1016, Youth, Parks, & Community Enrichment

Staff provided a brief overview of ad hoc committee recommendations which included the recommendation for the Commission to vote on all recommendations during the November meeting. Based on responses to the presentation from the Impact Foundry, the President directed staff to schedule an ad hoc committee meeting to incorporate recommendations from the presentation; the President also opened discussion for the addition of another Commissioner to join the ad hoc committee; Commissioner Zamanudin will join the committee.

**5. 2020 Grant Application Template**

**Location:** Citywide

**Contact:** Janelle Oishi, Program Specialist, (916) 808-1016, Youth, Parks, & Community Enrichment

Action: Pass a motion approving the 2020 grant application.

Moved/Seconded: Leary/Yanez

Motion Carried: Yes-5, Abstain-MacIntosh

**6. Semi-Annual Reports (January – June 2019)**

**Location:** Citywide

**Contact:** Janelle Oishi, Program Specialist, (916) 808-1016, Youth, Parks, & Community Enrichment



All Semi-Annual Reports were submitted with the exception of the Jewish Federation of the Sacramento Region. The agency was awarded funding, signed a contract, and received first payment. When the Semi-Annual Report was requested, the agency indicated they declined the award and will refund the payment. Discussion was held regarding the report from First Step Communities; Commissioners questioned if the use of the funds aligned with the intent of the award. The President directed staff to follow up with the City Attorney to determine if the agency is within the bounds of their contract to spend funds as indicated in the Semi-Annual Report.

**7. Assignment of 2019 Site Visits**

**Location:** Citywide

**Contact:** Janelle Oishi, Program Specialist, (916) 808-1016, Youth, Parks, & Community Enrichment

Action: Commission Members were selected as per the below table to visit the 2019 grant recipient organizations; all site visit reports will be submitted to Commission staff by October 1, 2019.

Agency	Commissioner
ReIMAGINE Mack Road Foundation	Korbs
River City Food Bank	Zamanudin
The Salvation Army	Zamanudin
Wellspring Women’s Center	Korbs
Women’s Empowerment	Korbs

Moved/Seconded: Leary/Boniwell

Motion Carried: Unanimous

**8. Site Visit Reports**

**Location:** Citywide

**Contact:** Janelle Oishi, Program Specialist, (916) 808-1016, Youth, Parks, & Community Enrichment

Site Visit Reports were reviewed by the Commission. Commentary on the reports included a concern that the report form does not print as intended. Staff was directed to determine if the reports could change to an online form.

**Public Comments - Matters Not on the Agenda**

None

**Commission Comments, Questions, and Ideas**

Commissioners sought clarification on the requirement of recusal in a situation where personal donations are made to an organization that may apply for ALBHMF grant funds. City Attorney Cerullo will provide confirmation to the Commissioners’ questions.

**Adjournment**

Meeting was adjourned at 5:25 p.m.

Respectfully submitted:



Terilyn Cobb, Secretary  
Ann Land/Bertha  
Henschel Memorial Fund Commission

Approved by:

